

POSITION DESCRIPTION: ASSOCIATE PRODUCER (Executive Mentorship)

ABOUT ILBIJERRI THEATRE COMPANY

ILBIJERRI is one of Australia's leading theatre companies creating innovative works by First Nations artists. Our productions have toured to critical acclaim across Australia and the world. We challenge and excite our audiences with contemporary stories about what it means to be Indigenous in Australia today. ILBIJERRI is the longest running First Nations theatre company in the country. Our creative processes aim to support First Nations artists and communities to have a powerful voice in determining the future of Australia.

POSITION DESCRIPTION

The Associate Producer position is a full-time position for candidates passionate about participating in a mentorship to gain direct skills and experience in producing and becoming a future Executive/CEO within the First Nations performing arts sector.

Working directly with the Executive Producer and Artistic Director, the Associate Producer will support the Executive team to manage and actualise ILBIJERRI's core business and strategic vision of creating, presenting and touring powerful and engaging theatre, creatively controlled by First Nations artists. Additionally, the Associate Producer will manage a full slate of work including creative developments, rehearsal and presentation of major scale works, health works and touring shows. The Associate Producer will also contribute to the day-to-day running of the office and provide administrative support to the producing team.

ABOUT THE EXECUTIVE MENTORSHIP PROGRAM

At the core of ILBIJERRI's mandate is to mentor and develop the next generation of First Nations artists and arts administrators who can then take up leadership positions across the sector. This is an exciting and unique opportunity for First Nations candidates wishing to progress their career and leadership skills to the next level. Included in the position is a structured professional development program where the Associate Producer will receive:

- An annual wage between \$55,000k to \$60,000k plus superannuation.
- Fully paid fees to complete training in compliance, governance and business management.
- Attendance at key international performing arts markets in ILBIJERRI's engaged markets (USA, Canada, New Zealand).
- One-on-one external mentoring tailored to individual professional needs.
- Peer support through fortnightly facilitated training sessions across the sector.

- Cultural guidance and support through ILBIJERRI's Elders-in-Residence program.

At the end of the program, the Associate Producer will have gained/achieved:

- The ability to produce small to major scale works for presentation at a local, national and international level.
- A deep and extensive understanding of what it takes to be an arts leader within a fast paced, vibrant arts company.
- A strong knowledge of international market development and national arts touring.
- Strong working knowledge and relationships with First Nations artists, communities, arts partners, funders, and other key stakeholders.
- Strong professional networks across the Australian performing arts sector.
- Hands-on experience in managing a small to medium arts company including decision-making skills, strategic planning, resource management, administrative and financial management, and implementing multi-faceted projects and programs that align with the company's vision and mandate.

KEY RESPONSIBILITIES

Working closely with Executive and producing teams team the Associate Producer will:

- Assist the Executive Producer to oversee the daily operations and management of the company.
- Assist the Executive Producer to oversee the implementation of the company's artistic program.
- Assist the Executive Producer to achieve the goals with the company's strategic plan and international market development plan.
- Maintain strong relationships with members of First Nations and arts communities as well as key partners and stakeholders.
- Timely and concise execution of artist and other key creative contracts for mainstage works, tours, creative developments, workshops and labs.
- Create and maintain accurate project/tour scheduling, fee payments and other project coordination processes.
- Coordinate pre-production of touring shows and ensure accurate information and schedules are successfully handed over to tour, stage and production managers.
- Book all travel and venue needs across the company including tours, creative developments, market attendance, and other.
- Coordinate other activities as needed to support company's external work including annual company, special and community events.
- Ensure First Nations protocols are achieved in all day-to-day activities and internal and external communications.
- Support the General Manager to maintain office IT, phone system and server, including managing contractors and backup.

- Undertake research projects and/or other duties as needed and directed by the Co-CEOs or General Manager.
- Provide general support for the day to day smooth running of the office



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